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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Washington 25, D. C.

Office of Administrator

July 16, 1952

STAFF MEMORANDUM NO. 11

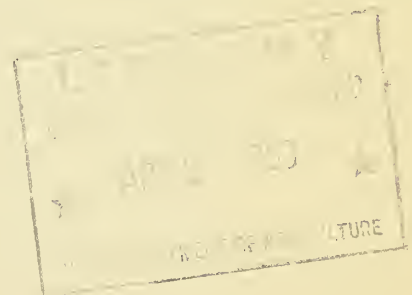
Transportation at Official Station

Attached is copy of Secretary's Memorandum No. 1313, dated June 26, 1952, with regard to transportation at official station, particularly the hire of taxicabs. It will be noted that the use of taxicabs is to be governed by certain criteria which are outlined in the memorandum.

Mr. F. H. Spencer is hereby designated as the official in this Office who will authorize or approve the use of taxicabs.

/s/ B. T. Shaw
Administrator

Attachment



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 26, 1952

MEMORANDUM NO. 1313

Transportation at Official Station

1. The provisions of this memorandum outlining procedures on the use of transportation by employees engaged on official business at their official station, including the hire of taxicabs under special circumstances, are applicable to the Washington area and to such field locations as agency heads may select pursuant to the provisions of paragraph No. 3.
2. Officers and employees of the Department whose duties require travel at their official station shall use the mode of transportation which is most economical and advantageous to the Government. The more economical modes of transportation such as street cars and busses should be used in the conduct of official business when such transportation is available and will adequately serve the purpose; and agencies and bureaus will continue to provide passes or tokens for such transportation. If, after careful consideration, it is determined that other modes of transportation cannot be used, or are not practicable in a given case, the use of a taxicab may be authorized or approved. Officials designated to authorize or approve the use of taxicabs should exercise diligence and care to assure that taxicab expense is not incurred unnecessarily. In each case, the circumstances must clearly justify the use of taxicab transportation, such as (1) in emergency and unusual conditions where street cars and busses will not adequately serve the needs of the Department; (2) when public transportation is not available; or (3) when there is a need to transport bulky packages, to protect Government property, or to comply with security regulations. Convenience is not sufficient to warrant the use of such transportation. Work should be planned and commitments arranged to avoid, whenever possible, emergencies and unusual circumstances which necessitate the use of taxicabs in lieu of more economical means of transportation.
3. Heads of agencies and bureaus shall designate responsible key officials to authorize or approve the use of taxicabs. Such designations shall be limited to those officials who have authority to authorize other forms of travel. Agencies should require prior authorization to the fullest extent practicable; post approval should be limited to emergency circumstances preventing prior authorization. Heads of agencies and bureaus may, if it is considered administratively advisable and to the advantage and best interests of the Government, extend the provisions of this memorandum to selected field locations where unusual circumstances warrant such authority.

4. Budget Bureau Circular No. A-7 Revised (Transmittal Memorandum No. 5 of October 8, 1951), amending paragraph 11 of the Standardized Government Travel Regulations, provides that, "in the case of hire of taxicabs reimbursement may be allowed for the actual fare plus tips of 10 cents where the fare is \$1.00 or less or ten per cent of the fare increased to the next multiple of five where the fare exceeds \$1.00." Reimbursement may be obtained for taxicab fares upon submission by the employee of a Standard Form 1164, "Claim for Reimbursement for Taxicab Expenses", showing for each trip, the date, points of origin and destination (buildings, offices, or street addresses), fare and tip. The form must be approved by an official designated as indicated in paragraph No. 3 above. Agency procedures should provide for a filing or recording system which will readily provide, if needed, information on expenditures for taxicab fares.
5. The provisions of this memorandum shall be effective on and after July 1, 1952.

W T Hutchinson
Assistant Secretary